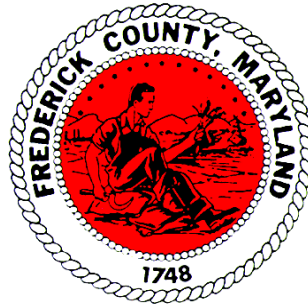


# Frederick County Citizens Services Division

520 N. Market Street \* Frederick, Maryland

[www.FrederickCountyMD.gov/ghs](http://www.FrederickCountyMD.gov/ghs) \* 301.600.1447



## Fiscal Year 2012 Grants for Human Services (GHS) Program Request for Proposals (RFP) Instructions

RFP Released On: October 22, 2010

Pre-Proposal Information Session: November 3, 2010, 2:00 pm  
Citizens Services Division Building – 520 N. Market St. Frederick.  
RSVP required: 301.600.1063

Modifications to the RFP from previous year are noted in **red**.

**Application Deadline:**  
**Friday, November 19, 2010 4:00pm**

**Important:** Funding is made available through the General Fund of the Frederick County Government on an annual basis and is dependent upon the resources available to Frederick County Government. As of October 22, 2010, the total amount of funds available for GHS in FY 2012 is **\$502,841**. This amount is subject to change or possible elimination as Frederick County Government leadership changes and works towards a balanced budget for fiscal year 2012. Continuing State fiscal difficulties may impact Frederick County's ability to continue funding programs such as the GHS Program.

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Two additional RFP documents are located on [www.FrederickCountyMD.gov/ghs](http://www.FrederickCountyMD.gov/ghs); the following samples are provided within this document:

Budget Forms, *in Excel format*

Financial Report Sample Form, *in Excel format*

## **Questions?**

If you have questions related to the completion of this RFP, please phone the Frederick County Citizens Services Division at 301.600.1447.

# GHS FY 2012 Proposal Guidelines

## A. General Information

Pre-Proposal Information Session: Wednesday, November 3, 2010, 2:00pm, Citizens Services Division building (see address below). RSVP 301-600-1063. Attendance at this session is recommended but not mandatory.

Application deadline: Friday, November 19, 2010 4:00 pm

Submit application to: Citizens Services Division, 520 North Market Street, Frederick, MD 21701

Submissions by email will not be accepted. If mailing via a carrier, the application must be received by 4:00 pm on November 19, 2010. Postmarks will not be used to confirm delivery. ***Proposals received after the deadline will not be considered.***

### DO:

- Ensure your application arrives at CSD no later than 4:00 pm on November 19, 2010.
- Submit 5 copies of the application - 1 original and 4 copies.
- Use size 12 font and letter size pages.
- Duplex the original and copies.
- Three-hole punch the entire application - all copies and all attachments.
- Adhere to RFP's stipulations regarding page limits. GHS Review Panel will not review pages of sections that exceed page limits.
- Number every sheet of your application including attachments.
- Attach Financial Statement for the prior year only (If previously funded) and attach to original proposal only. New applicant agencies must attach financial statements for the past two years.
- Sign the application.
- Paperclip or binder clip individual applications.

### DO NOT:

- Email your application.
- Staple any part of the application.
- Submit newsletters, brochures, pamphlets, etc.
- Use pocket folders, binders, etc.

Submit only one proposal. If proposing more than one program use an expanded narrative and budget forms for each of the programs. Follow the instructions contained in this RFP.

Eligibility: Organizations meeting the following may apply:

- \* Any incorporated, tax exempt 501(c)3 agency located in Frederick County and providing a direct human service to residents living in Frederick County.
- \* Agencies must be in compliance with Federal, State and local human rights laws.
- \* If an agency was funded in FY2010, the agency must have met all previous reporting requirements in order to apply for FY 2012 GHS funds – this year's applicants who received FY2010 (July 2009 – June 2010) funding must have final reports from FY2010 submitted and on file with Citizens Services Division.

Funding Period: **The County's Fiscal Year 2012, or the period of 7-1-2011 – 6-30-2012.**

This year's GHS process is **open and competitive**. An applicant agency should use their best professional judgment when requesting GHS funding – there is no minimum or maximum amount. Requests should be based on actual and appropriate expected expenditures. All final funding decisions will be made by the

Frederick County Board of County Commissioners (BOCC). **Proposals will be reviewed and ranked by a review panel committee. Review panel recommendations will be submitted to the BOCC and Budget Office.**

## **B. Application / Proposal Review Criteria**

The **competitive** GHS process is intended for the use of incorporated, tax exempt 501(c)3 agencies that provide a direct human service within Frederick County, Maryland for Frederick County residents. Agencies must be in compliance with Federal, State and local human rights laws. Previously GHS funded agencies must have met all reporting requirements for the years in which they were funded.

Applications must fulfill the following:

- Provide a direct human service within Frederick County that is deemed necessary for the general benefit of the County and is considered a public responsibility.
- Demonstrate the intensity of need for the service.
- Provide the service either at less expense than the County, or more effectively at a reasonable per client cost.
- Have a locally based board of directors or advisory group and staff.
- Demonstrate a broad funding base and not rely entirely on County funds for the program(s) being proposed.
- Make effective use of volunteers.
- Be able to demonstrate cooperation with other agencies providing the same or similar service.
- Have effectively addressed any issues identified in the most recent CPA assisted financial statement report.

Review Panel:

**The review panel for the FY 2012 GHS grants will review, rank, and score each application. The panel will consist of Citizens Services Division staff and other appropriate Frederick County Government representatives. The Application Rating Worksheet is included within this RFP.**

Questions and Answer (Q & A) sessions may be conducted with applicants at the GHS Review Panel's discretion. Applicants who have submitted proposals meeting RFP guidelines and criteria but have not adequately addressed all sections of the ratings worksheet may be offered a Q & A session for clarification purposes. The Q & A appointments will be scheduled according to the review team schedule. Applicants who are offered a Q & A appointment will be expected to attend on the designated date/time and adhere to time limits. Appointments will not be rescheduled. Applicants who have submitted proposals meeting RFP guidelines and criteria and have adequately addressed all sections of the ratings worksheet will not be offered a Q & A session.

Any applicant submitting or planning to submit a proposal for GHS funding may not contact a member of the review panel for the purpose of discussing their proposal or need for their proposal.

### **C. Funding Availability**

Funding is made available through the General Fund of the Frederick County Government on an annual basis and is dependent upon the resources available to Frederick County Government. As of October 22, 2010, the total amount of funds available for GHS in FY 2012 is **\$502,841**. This amount is subject to change including possible elimination as Frederick County Government leadership changes and works toward a balanced budget for FY 2012. Continuing State fiscal difficulties may impact Frederick County's ability to continue funding programs such as the GHS Program.

All final funding decisions will be made by the Frederick County Board of County Commissioners (BOCC). Proposals received by the time / due date will be reviewed by the Citizens Services Division Staff review panel and forwarded to the Board of County Commissioners and Budget Office.

### **D. Requirements for FY 2012 GHS Awardees**

#### **Program Monitoring:**

This monitoring is intended to review progress of the program accomplishments and to discuss any concerns the grantee may have in meeting the program goals. All GHS grantees will be monitored at least once within the grant award year. The monitoring will include one scheduled on-site visit by Citizens Services Division Staff. CSD monitoring staff will review programmatic and financial documentation related to the program(s) funded with county funds. CSD staff may find it necessary to make more than one visit if multiple programs are funded. This will be addressed with the grantee.

#### **Reporting Requirements:**

Each FY 2012 GHS grantee will be required to submit two Program Assessment reports and one Financial report.

#### **Program Assessment report due dates are:**

January 27, 2012

August 12, 2012

#### **Due date for the Financial Report is:**

August 12, 2012 (The format of this report has been modified.)

Samples of reports are found within this RFP. These individual files are available for download on the website [www.FrederickCountyMD.gov/ghs](http://www.FrederickCountyMD.gov/ghs).

## **E. GHS Calendar, Fiscal Year 2012**

October 22, 2010	GHS RFP Published
November 3, 2010	Pre-Proposal Information Session 2:00 pm
November 19, 2010	Applications due no later than 4:00 pm.
February 11, 2011	Review Panel Recommendations and proposals forwarded to the Board of County Commissioners and Budget Office.
March 8, 2011	Budget office releases FY 2012 recommended budget.
March 21, 2011	Budget Review Session materials to Budget office (necessary in order to participate in budget review session).
March 28 - April 7, 2011 (Date TBD)	Budget Review Sessions with Board of County Commissioners. Grants for Human Services Program actual session date and time to be scheduled.
April 21, 2011	BOCC Proposed Operating Budget released.
May 3, 2011	Public Hearing on Staff Recommended FY 2012 Budget.
June 2, 2011	BOCC adopts FY2012 budget – GHS awardees notified by Frederick County Budget Office.
January 28, 2012	Six-month Program Assessment Reports due to CSD.
August 12, 2012	Twelve Month Program Assessment and Annual Financial Reports Due to CSD.

## F. Proposal Instructions

Modifications from the previous year's RFP are in **red**. Additional RFP copies can be accessed via [www.FrederickCountyMD.gov/ghs](http://www.FrederickCountyMD.gov/ghs). GHS proposals must adhere to the following outline. Respond to each item in each section and use the same numbers and headings.

### 1. Cover Page – applicant information: One page limit (two sided if multiple programs) per applicant / agency.

The Cover Page must include the following:

- Applicant / agency name and complete address
- Agency head name and signature
- Telephone number(s) and fax number (s)
- Email address for agency head
- Federal Tax ID#
- Total amount requested - if submitting multiple programs this figure should be the sum of all programs

The Cover Page must also include:

- a. Name of proposed program.
- b. Program contact person: Name, phone, email.
- c. Number of Frederick County residents to be served in the program.
- d. Amount requested for the program / service.

### 2. Agency / applicant background and accomplishments: 2 page limit per applicant regardless of number of programs proposed. Address each item.

- a. Provide a summary of your organizational history and accomplishments.
- b. Description of board activities and responsibilities. Include a list of board members indicating their affiliations to the community (**i.e., business is located in county or person is a resident of the county) in this section or as an attachment.**
- c. If board membership is not local, describe how board obtains local information to ensure service is based on local needs. **If the non-profit has additional advisory groups that are separate from the board of directors and these advisory groups are associated with the program (s) proposed please describe the advisory nature and makeup of the group. Include a list of members of these groups in this section or as an attachment.**

**From this point forward, if your agency is proposing more than one program  
please organize the following components (#3 – #5) by program.**

### 3. Statement of problem: 1-2 page limit per proposed program. Address every item.

- a. Description of nature and extent of problem.
- b. How critical is the problem?

### 4. Program plan: 5 page limit per proposed program. Address every item.

- a. Clearly state the overall goals of your program.
- b. How many Frederick County residents will benefit from the service you are proposing?
- c. Describe eligibility and client selection process.
- d. Provide measurable objectives and specific outcomes showing how the service (hence Frederick County funds) directly impacts Frederick County citizens.
- e. What service strategies will be used to accomplish your objectives?
- f. How will you evaluate your services?

g. Give a brief description of progress to date on current year goals, including any significant obstacles to achievement.

h. In the table format shown below, provide your work effort description.

Work Effort Description, Goal/Objective	FY12 Goals/Objectives, Proposed	FY11 Goals/Objectives	FY11 Achievements
Example: Provide child care referrals	Provide at least 85% of 40 child care referrals	Provide at least 80% of 30 child care referrals	Provided 35 child care referrals
Example: Provide GED referrals for youth	Provide at least 90% of 25 GED referrals to youth	Provide at least 85% of 20 GED referrals to youth	Provided 23 GED referrals to youth

i. Describe the capabilities of the staff who will work in the program.

j. What makes your program unique?

k. Describe partnerships with government and non-profit agencies to improve coordination and avoid service duplication.

**5. Value of county government funding:** 1 page limit per program. Address every item.

a. Why is county funding needed to address the problem? **Is the county funding a required match for other funding received for your program? Please describe the match relationship.**

b. What would be the impact if county funding is not provided?

**6. Financial Information:**

Use the following format for budget information. Address every item. Samples of both forms are provided within this RFP and under separate cover. Complete an Excel worksheet for the organizational budget and the program budget. Use the following time period definitions:

- Fiscal Year 2010: 12 month period of July 1, 2009 – June 30, 2010 for both Planned and Actual columns.
- Fiscal Year 2011: 12 months period of July 1, 2010 – June 30, 2011 for Planned column.
- Fiscal Year 2011: 4 month period of July 1, 2010 – October 31, 2010 for Actual Year to Date Revenue / Expenditures columns.
- Fiscal Year 2012: 12 month period of July 1, 2011 – June 30, 2012 for Proposed column.

**a. Budget of Applicant Organization form for overall agency - 1 page limit per agency.** This budget illustrates the entire agency fiscal capacity. Use the provided Excel format for showing your organizational budget. Reviewers will be looking at the mix of funding for the organization, fiscal stability, budget vs. actual, surplus/deficits, etc.

**b. Brief synopsis of agency fiscal status - 1 page limit per agency.** Include diversity of funding, balances, etc. How does your organization develop, manage and diversify financial resources? If your organization budget (proposed, current or past) does not balance, please provide an explanation as to the reason for the imbalance. Include information on amount of cash reserve or endowment funds and any significant increases or decreases in those funds.

**c. Program Budget form - 1 page limit per program.** This budget illustrates how you intend to fund the program you are proposing. Reviewers will be looking at the mix of funding for the program. Use the provided Excel format for showing your program budget. If this request is for multiple programs provide one budget per program.

**d. Program Budget Narrative - 2 page limit per program.** Address every item.



1. Explain how each budget line item amount was determined. If the GHS funding will be supporting specific staff positions please explain what they are and give the calculation of their costs.
2. How does County funding assist in leveraging other funds for the program(s) you are proposing? Is the county funding a required match for other funds? Please describe.
3. What is the cost per unit of service or cost per client for your proposed program(s)?
4. Are there any major changes in your budget from previous years?
5. Does your budget balance? If your program budget(s) (proposed, current or past) does not balance, please provide an explanation as to the reason for the imbalance. Include information on amount of cash reserve or endowment funds and any significant increases or decreases in those funds.

e. Attach one copy of the Financial Statement for the immediate past year - attach only to the original proposal. If your agency has not been previously funded by the GHS Program county funds at all or within the past four (4) years please include copies of financial statements for the past two (2) years.

NOTE: Financial statements need only be attached to the original proposal. You do not need to make 4 additional copies of these statements.

**GHS FY 2012 Application Rating Worksheet**

Applicant Agency \_\_\_\_\_

Proposal # \_\_\_\_\_

Program \_\_\_\_\_

Amount of County Funding Requested: \$ \_\_\_\_\_

Panel Member Rating \_\_\_\_\_

- |   |                  | RATING |
|---|------------------|--------|
| <b>1. Applicant/Agency info &amp; synopsis (1 pt each)</b>  | <b>0-2 pts.</b>  | _____  |
| <input type="checkbox"/> Identifying Info/Signature<br><input type="checkbox"/> Program Name, # To Be Served  |                  |        |
| <b>2. Applicant background/accomplishments (1 pt each)</b>  | <b>0-2 pts.</b>  | _____  |
| <input type="checkbox"/> History, accomplishments of organization and staff capabilities<br><input type="checkbox"/> List of board members, board activities, responsibilities.<br>If not local, how are local needs developed?   |                  |        |
| <b>3. Statement of Problem: (3 pts each)</b>  | <b>0-6 pts</b>   | _____  |
| <input type="checkbox"/> Description of nature/extent of problem<br><input type="checkbox"/> How critical is problem?   |                  |        |
| <b>4. Program Plan (5 pts each)</b>   | <b>0-50 pts.</b> | _____  |
| <input type="checkbox"/> Goals clearly stated<br><input type="checkbox"/> Number of Frederick County citizens to be served<br><input type="checkbox"/> Client eligibility & selection process clearly identified<br><input type="checkbox"/> Objectives and outcomes are measurable and directly impact citizens<br><input type="checkbox"/> Service Strategies to accomplish objectives are clearly identified<br><input type="checkbox"/> Evaluation techniques are clearly identified<br><input type="checkbox"/> Description of progress to date on current year goals<br><input type="checkbox"/> Work effort description table is clear and concise<br><input type="checkbox"/> Uniqueness of methods/approaches/program explained<br><input type="checkbox"/> Partnerships with government and non-profit agencies to improve coordination and avoid service duplication are identified. |                  |        |
| <b>5. Value of County Government Funding (4 pts each)</b>   | <b>0-8 pts.</b>  | _____  |
| <input type="checkbox"/> Reason for need for County funding – Match explained<br><input type="checkbox"/> Impact if County funding is not provided  |                  |        |
| <b>6. Budget (w/Revenue, Expenses, In-kind and Explanations) (4 pts each)</b>   | <b>0-32 pts.</b> | _____  |
| <input type="checkbox"/> Organizational budget provided<br><input type="checkbox"/> Program Budget provided/explained - If multiple programs/services – budget provided per program/service<br><input type="checkbox"/> Organization's development, management and diversification of financial resources explained<br><input type="checkbox"/> Leveraging opportunities identified and explained<br><input type="checkbox"/> Identified Cost per unit of service or per client for programs proposed<br><input type="checkbox"/> Major changes in budget (from previous year) identified and explained<br><input type="checkbox"/> Budget balances – explanation of budgets not balanced<br><input type="checkbox"/> Financial/Tax Statements Provided (New – 2 yrs, Current – 1 yr.)  |                  |        |

<b>Maximum Rating</b>	<b>100</b>	_____
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## Sample of Organizational Budget

An Excel file can be accessed from the website – use the website’s file to create your organizational budget.

APPLICANT AGENCY: Applicant Agency Name Here

CONTACT NAME/PHONE: Applicant’s Contact Name Here / Phone Here

### Revenues - list all revenues including Frederick County funds requested (or received in past) for the following periods:

FUND SOURCES	Fiscal Year 2010		Fiscal Year 2011		Fiscal Year 2012
	July 1, 2009-June 30, 2010		July 2010-June 2011	July 2010-Oct 2010	July 2011-June 2012
	Planned	Actual	Planned	Actual YTD	Proposed
Fred Co Govt GHS	20,000	10,000	25,000	16,000	16,000
Other Fred Co Govt	0	0	0	0	0
State Funding	500,000	500,000	500,000	125,000	521,000
XYZ Foundation	6,000	6,000	8,000	8,000	9,220
<b>Total Revenues</b>	\$526,000	\$516,000	\$533,000	\$149,000	\$546,220

### Expenditures - list all expenses for the following periods:

ITEMS	Fiscal Year 2010		Fiscal Year 2011		Fiscal Year 2012
	July 1, 2009-June 30, 2010		July 2010-June 2011	July 2010-Oct 2010	July 2011-June 2012
	Planned	Actual	Planned	Actual YTD	Proposed
Personnel	410,250	410,987	415,826	136,996	440,776
Contractual	15,250	11,293	15,438	3,764	1,300
Rent/Utilities	35,600	35,000	36,038	11,667	38,200
Supplies	39,750	38,500	40,239	12,833	38,957
Business/Education	6,000	4,100	6,074	1,367	6,438
Travel	15,650	14,820	15,842	4,940	16,793
Equipment	3,500	1,300	3,543	433	3,756
Other (specify)	-	-	-	-	-
<b>Total Expenditures</b>	\$526,000	\$516,000	\$533,000	\$172,000	\$546,220

### In-Kind (Non-Cash) Resources

List all contributions (dollar value) for the following periods:

In-Kind Items	Fiscal Year 2010		Fiscal Year 2011		Fiscal Year 2012
	Actual		Actual YTD		Proposed
Volunteer Time	16,000		5,333		20,000
Rent	-		-		-
Supplies	900		200		1,200
Equipment	5,000		1,000		-
Other (specify)	-		-		-
<b>Total In-Kind</b>	\$21,900		\$6,533		\$21,200

## Sample of Program Budget

An Excel file can be accessed from the website – use the website’s file to create your organizational budget.

APPLICANT AGENCY:	Applicant Agency Name Here
CONTACT NAME/PHONE:	Applicant’s Contact Name Here / Phone Here
	Program Name Here
	<b>Program Name</b>

**Revenues - list all revenues including Frederick County funds requested (or received in past) for the following periods:**

FUND SOURCES	Fiscal Year 2010		Fiscal Year 2011		Fiscal Year 2012
	July 1, 2009-June 30, 2010		July 2010-June 2011	July 2010-Oct 2010	July 2011-June 2012
	Planned	Actual	Planned	Actual YTD	Proposed
Fred Co Govt GHS	20,000	10,000	25,000	16,000	16,000
Other Fred Co Govt	0	0	0	0	0
State Funding	15,000	15,000	17,000	17,000	18,000
<b>Total Revenues</b>	\$35,000	\$25,000	\$42,000	\$33,000	\$34,000

**Expenditures - list all expenses for the following periods:**

ITEMS	Fiscal Year 2010		Fiscal Year 2011		Fiscal Year 2012
	July 1, 2009-June 30, 2010		July 2010-June 2011	July 2010-Oct 2010	July 2011-June 2012
	Planned	Actual	Planned	Actual YTD	Proposed
Personnel	21,000	14,900	25,200	7,056	20,400
Contractual					
Rent/Utilities					
Supplies	13,550	9,700	16,260	4,553	13,200
Business/Education					
Travel	450	400	540	151	400
Equipment					
Other (specify)					
<b>Total Expenditures</b>	\$35,000	\$25,000	\$42,000	\$11,760	\$34,000

### In -Kind (Non-Cash) Resources

List all contributions (dollar value) for the following periods:

In-Kind Items	Fiscal Year 2010		Fiscal Year 2011		Fiscal Year 2012
	Actual		Actual YTD		Proposed
Volunteer Time	-		-		-
Rent	-		-		-
Supplies	-		-		-
Equipment	-		-		-
Other (specify)	-		-		-
<b>Total In-Kind</b>	\$0		\$0		\$0

## **Sample of Program Assessment Report**

### **Frederick County Citizens Services – FY 2012 GHS Program**

*DEADLINES: January 27, 2012 (1<sup>st</sup> six months) and August 12, 2012 (12 months – Final)*

- I. Agency name and address:  
Contact person and telephone number:  
Project Directors Signature & Date:  
Reporting Period – *(Please circle)*  
July 1, 2011 - December 31, 2011 (six months)  
July 1, 2011 - June 30, 2012 (entire fiscal year or 12 Months; Financial Report should accompany this report)

Please provide **brief** written responses to each of the following:

#### II. Progress Report

Describe the progress that your agency has made in maintaining existing services or implementing new programs. Highlight recent accomplishments and explain plans to improve services in the future. Please indicate any gaps or duplications in service and measures being taken to correct them. Describe any changes in population served, basic services provided, program goals and objectives and/or methods of reaching objectives from those stated in your application.

#### III. Trends

Address any trends (local, state or national) that you see developing that will impact your program. Also, address your anticipated plans for the future in relation to these trends.

#### IV. Funding Sources Other Than County Government

Describe your efforts to seek sources of funding other than the County Grant. Identify any plans, status of implementation or completed initiatives. Indicate the funding resource(s) and amount(s) requested or received.

#### VI. Work Effort Description: Summary of Progress

Briefly describe your progress toward achieving the “Work Effort” which you described in Section IV & V of your application. If your objectives have not been achieved, please describe the factors that have prevented achievement of the objective and your plans for future accomplishment of this objective.

## Sample of Financial Report

An Excel file can be accessed from the website – use the website’s file to create your Financial Report.

Deadline: August 12, 2012

GRANTEE: Grantee Name Here  
Grantee Contact Person’s Name Here / Phone Number Here

PROGRAM NAME: Program Name Here

### REPORT PERIOD:

July 1, 2011 - June 30, 2012

Category	Program Budget	County Funds Expended
Personnel (Salary/Fringe)	10,000	7,500
Contractual		
Rent/Utilities		
Supplies	5,820	1,500
Business/Education	100	100
Travel	80	
Equipment		
Other		
<b>Total Expenditures</b>	<b>\$16,000</b>	<b>\$9,100</b>

**Date Report is Submitted:**

August 12, 2012

Report Prepared by:

(Signature)